



City of Sanford Commercial Pool Permit Application Checklist

All permit application packages must be complete prior to acceptance. You must check each box to the left or indicate n/a on this submittal. A complete application package shall include the following:

- ☐ Pool Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number.
- ☐ Copy of a contract, signed by the contractor and the property owner, indicating the documented construction value
- ☐ Completed and signed Electrical Permit Application.
- ☐ Copy of the contractor's license issued by the State of Florida
- ☐ A site specific notarized power of attorney shall be required from the licensed contractor if he/she appoints an employee of his/her company to sign the permit application as the contractor.
- ☐ Certificate of insurance indicating the worker's compensation insurance coverage and naming the City of Sanford as certificate holder, or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if contractor is the applicant).
- ☐ Two (2) sets signed and sealed pool construction plans.
- ☐ Two (2) site plans drawn to scale with accurate measurements are required. The dimensions of areas shown on site plan must match dimensions of pool construction plans.
- ☐ Two (2) copies of the manufacturer's installation instructions for all accessories to pool (i.e., pumps, heaters, lights...).

CONSTRUCTION DOCUMENTS MUST INCLUDE, AT A MINIMUM, THE FOLLOWING:

SITE PLAN

- ☐ Lot number
- ☐ Address
- ☐ Primary building setback lines/envelope
- ☐ Equipment location
- ☐ Easements: drainage, utility, etc.
- ☐ Location of septic systems

PLANS / GENERAL

- ☐ Plans to 1/8" scale
- ☐ Designer information: name, address, registration # on all pages
- ☐ Design criteria: applicable codes and/or standards
- ☐ Code editions in effect
- ☐ Standards as referenced
- ☐ Method of compliance for the swimming pool barrier requirement
- ☐ Safety glass requirement

ELECTRIC

- ☐ Bonding/grounding to pool reinforcement steel/perimeter deck
- ☐ Service location
- ☐ Panel locations

- ☐ GFCI
- ☐ Outdoor receptacles
- ☐ Disconnecting means
- ☐ Switches/lights

MECHANICAL

- ☐ Equipment location
- ☐ Anchorage for wind requirements
- ☐ Clearances at equipment

PLUMBING

- ☐ Piping Diagram

INSTALLATION INSTRUCTIONS

- ☐ Pool equipment manufacturer installation instructions

REQUIRED INSPECTION:

1. POOL STEEL INSPECTION

- Inspection to be made after excavation, installation of reinforcing steel, and prior to placing of concrete shell.

2. PLUMBING ROUGH INSPECTION

- To be approved prior to placing concrete shell.
- Verify piping per plans; inspect anti-entrapment system (if applicable at this stage). All piping to be inspected shall be under a minimum pressure of 35psi for fifteen minutes.
- Piping must be sufficiently exposed to verify code compliance. All fittings required to be exposed.

3. ELECTRIC ROUGH INSPECTION

- Shell Bonding to be approved prior to placing of concrete shell.
- Check bonding requirements and clamps for code compliance. Clamps **DO NOT** require silicone or other covering.

4. ELECTRIC UNDER SLAB ROUGH INSPECTION

- To be approved prior to installation of pool deck.
- Verify equipotential bond and all applicable connections requiring bonding.
- Verify 12" minimum burial depth of conductors to pool equipment.

5. PLUMBING 2ND ROUGH INSPECTION

- Piping shall be complete and run to equipment location. Piping shall be sufficiently exposed to verify code compliance; all fittings shall be exposed.
- Piping shall be under a minimum pressure of 35psi for fifteen minutes.

6. POOL DECK INSPECTION

- All previous inspections shall be approved prior to the pool deck inspection.
- Inspector shall verify compaction of soil; verify termite treatment within one foot of structure; and verify structural components (if applicable).
- Deck area shall be completely prepared for application of final deck material.

- Contractor shall verify compaction of soil prior to scheduling inspection. If **Correction Notice** is issued for compaction of soil, an Engineer registered with the State of Florida shall certify compaction.

7. FINAL PLUMBING INSPECTION

- Verify all plumbing connections are water tight; verify all covers and finishes of piping are in place; and verify anti-entrapment installation is complete.
- Pool to be fully operational.

8. FINAL ELECTRIC INSPECTION

- Verify all bonding and wiring is in accordance with the Code. Bonding of all metal within 60" of pools edge and all equipment is properly bonded.
- Inspection required prior to filling pool.

10. FINAL POOL INSPECTION

- All previous inspections shall be completed and approved. All permits issued in relation to the installation of the pool shall have received their final approved inspection (i.e., solar, gas, etc.).
- Pool shall be fully operational; final grading to be completed; and final grade to be mulched, seeded or sodded to restore original vegetation or plan specifications.
- All construction materials and debris shall be removed from jobsite prior to final inspection.
- Any damage to the Right-of-Way shall be repaired.

These guidelines were compiled to assist the applicant in preparing a commercial pool permit application and may not be complete. The applicant is required to meet all City of Sanford, state, and local code requirements.